



We're Hiring:

Recreation Center Part-Time Registration Assistant

The Downers Grove Park District is searching for: Recreation Center Part-Time Registration Assistant



OUR MISSION

Enriching our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences.



OUR VISION

To be the community resource encouraging PLAY for L.I.F.E.

Leadership. Imagination. Fulfillment. Enjoyment



OUR CULTURE

We believe in a culture where our team members are respected, valued and appreciated. Flexibility in one's life is understood and work-life balance is respected. Innovative thinking is expected and encouraged lacking fear of failure. It is understood that through hard work the organization is committed to assisting in career development. We believe success relates directly to intention, effort and progress.



OUR CORE VALUES

● PROFESSIONALISM

Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.

● INTEGRITY

Serving consistently, openly, and honestly.

● SAFETY

Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.

● AMBITION

Leaders in exploring and creating innovative opportunities based on evolving needs and trends.

● RESPONSIBILITY

Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

[CLICK HERE TO LEARN MORE ABOUT THE DOWNERS GROVE PARK DISTRICT!](#)

Recreation Center Part-Time Registration Assistant



Why, you ask?

A current team member is relocating to pursue her college degree.



The Position

Under the leadership of the Recreation Center Manager, the Registration Assistant is responsible for processing fitness memberships and general registration of recreation programs and events. This team member will positively welcome all guests and respond to all general information, registration and fitness related questions both in person and on the phone.



The Ideal Candidate

The team member should possess a positive team attitude, effective communication skills, understanding and sensitivity to staff and community needs, outstanding customer service skills, possess a team mentality, open mindedness, ability to embrace change, creativity, and be trustworthy.



Work Environment/Physical Demands/Expected Hours of Work

This team member will operate in a dynamic environment, where innovative thinking towards achieving common success is appreciated and expected. This team member will work out of the Recreation Center as a valued member of the Recreation Center Team.

Hours:

Wednesdays: 4:00 – 8:00pm

Fridays: 4:00 – 8:00pm

Sundays: 9:00am – 1:00pm

(Additional hours are available on a substitute basis based on candidate's availability)



Starting Rate

\$10.25/hour PLUS a free Fitness Center membership

Preferred Education and Experience

This position has no boundaries and it is felt that success could be achieved from many different arenas of experience and through thorough staff training. Preference would include a high school diploma.

Are we the right fit for you....?

Do our Mission, Vision, Values, and Culture fit your life style? Do you meet the competencies for this job and want to work with others who have the same values? If so, then we are where you belong. Come join us and let's enrich the community of Downers Grove together.



How to Apply:

Applications are only accepted through our online jobs portal - create a profile and submit your application: [CLICK HERE TO APPLY TODAY!](#)